

# Reserve “A” School Notes and Projected Class Convene Dates

**DO NOT** use Electronic Training Requests (ETR) in Direct Access to submit “A” School requests. RPM-2 strongly recommends the use of email for all requests, cancellations, and updates.

YN2 Ricky Wilson (RPM-2) ALL RESERVE “A” SCHOOL REQUESTS/ORDERS  
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(email is ALWAYS the best means of contact!)

## IMPORTANT NOTICE TO COMMANDS & MEMBERS

Commands please review ALCGRSV 023/10

**WEIGH YOUR MEMBERS BEFORE THEY DEPART FOR TRAINING! IAW ALCOAST 468/09, UNITS ARE REQUIRED TO VERIFY COMPLIANCE WITH WEIGHT / BODY FAT STANDARDS WITHIN 30 DAYS BEFORE A CLASS CONVENING DATE AND UPDATE DIRECT ACCESS WITH THE MBR’S PHYSICAL CHARACTERISTICS.**

IAW Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8G, Chapter 3.5, if a member shows up to “A” School overweight or over their body fat they may potentially be “fault” disenrolled which means they will not eligible to be placed on any “A” school list for a minimum of 1 year. Commands are urged to contact one of the “A” AO’s as soon as possible if their member is on the verge of or not within weight standards. Do not contact the “A” School.

**Security Clearances:** IS “A” school requires an **approved** Top Secret (TS) Clearance BEFORE you can attend “A” school. An Interim TS is **NOT Acceptable**. Clearance packages, especially TS, can take as long as 6 months to be processed and approved. Please allow ample time between submission of TS clearance packages and submission of reserve “A” request form to Rpm-2. (Other ratings requiring Security Clearances: ET, GM, IT, ME, OS & PA)

**NJP and Alcohol Incidents:** If the member receives a Non-Judicial Punishment (NJP), courts-martial or civil conviction, their name will have to be removed from the “A” School list for a minimum of 6 months. After the 6 month period has ended, the member may reapply to be placed in any “A” School class as long as all prerequisites are met. If the member receives an alcohol incident, they will be placed on an “ADMIN” hold. This hold can only be removed if the member is recommended for advancement on their next set of semi-annual evaluations. Commands are reminded to contact RPM-2, “A” School Assignment Officer as soon as a member has received NJP, courts-martial, civil conviction and/or an Alcohol Incident.

## **COMMANDS & MEMBER RESOURCES**

**“A” School Orders:** Commands are to notify the RPM-2 “A” School Assignment Officer via email with “A” School order cancellations/changes, member status updates, and anything pertaining to the member’s “A” School orders. In the email correspondence, include the member’s name, EMPLID number, “A” School / CLCVN date, and the member’s current status / reason for canceling orders. Ensure that the Command Cadre is carbon copied on the email. For cancellations, the sooner the command notifies rpm-2, the better the chances of filling the seat with another member. Please refer to the Performance, Training and Education Manual COMDTINST M1500.10C Ch. 7.F.16. “No Shows” for notifications required if the member fails to execute orders and the command does not notify rpm-2 requesting a cancellation.

**“A” School Request:** Commands are now required to use the Reserve “A” school request form when requesting an “A” school for a reservist. The form can be found in the RPM-2 CG Portal folder. Please ensure that form is emailed to the RPM-2 “A” School Assignment Officer.

### **UPCOMING CLASS CONVENINGS:**

Please note that not every upcoming CLCVN date is listed below. All CLCVN dates below were available at the time of this update.

| School      | Projected Convening’s  |
|-------------|--|
| <b>BM-A</b> | 23JUL12, 13AUG12, 10SEP12,<br>15OCT12, 13NOV12, 10DEC12, 14JAN14 |
| <b>EM-A</b> | 30JUL12, 10SEP12, 29OCT12,<br>7JAN13, 19FEB13, 8APR13, 20MAY13   |
| <b>ET-A</b> | 5NOV12, 28JAN13  |
| <b>FS-A</b> | 16JUL12, 13AUG12, 10SEP12,<br>8OCT12, 5NOV12, 3DEC12, 14JAN13    |
| <b>GM-A</b> | 24SEP12, 11FEB13, 17JUN13  |
| <b>HS-A</b> | 24SEP12, 4FEB13  |

**UPCOMING CLASS CONVENINGS CONT'D:**

|              |   |
|--------------|---|
| <b>IS-A</b>  | 4SEP12, 7JAN13, 6MAY13  |
| <b>IT-A</b>  | 6AUG12, 17SEP12, 29OCT12, 7JAN13  |
| <b>ME-A</b>  | 18SEP12, 2JAN13, 31JAN13, 1MAR13,<br>29MAR13, 26APR13, 24MAY13, 24JUN13,<br>29JUL13       |
| <b>MK-A</b>  | 23JUL12, 6AUG12,<br>20AUG12, 4SEP12, 17SEP12, 22OCT12,<br>5NOV12, 7JAN13, 22JAN13, 4FEB13 |
| <b>MST-A</b> | 6AUG12, 9OCT12, 7JAN13, 25FEB13,<br>28MAY13   |
| <b>OS-A</b>  | 6AUG12, 10SEP12, 29OCT12<br>17DEC12, 11FEB13, 25MAR13, 6MAY13                             |
| <b>PA-A</b>  | 18JUL12, 8AUG12, 28AUG12  |
| <b>SK-A</b>  | 30JUL12, 15OCT12, 7JAN13, 4MAR13,<br>29APR13, 17JUN13, 5AUG12                             |
| <b>YN-A</b>  | 24SEP12, 7JAN13, 25FEB13,<br>15APR13, 10JUN13, 5AUG13                                     |

## \*IMPORTANT\*

### Regarding Reserve Members and “A” Schools

If a member was NOT given a guaranteed “A” School date prior to reporting to the unit, please fill out the “A” School request form found on the RPM-2 site within CG Portal. Once this has been filled out, it can be emailed directly to me to take for action (note, the member cannot submit this to me directly. It must come from someone in their chain of command). Once I have received this request, I will take a look at the top 3 CLCVN dates they have requested on the form and immediately place them in a class based upon availability. If all of the classes they request are full, I will reply back stating that they must choose another date and provide a list of available classes that have empty seats for them to choose from.

Generally a waiting list will be implemented if upcoming “A” School CLCVN dates have not been provided by the Training Centers, or if all remaining classes that are currently scheduled are completely full. In such cases, the waiting list will be published on this site as well.

A new document has been posted to the RPM-2 site in CG Portal, displaying a roster of Reserve members and what “A” School class they are scheduled to attend. This roster covers most of the upcoming CLCVN dates. If you see one of your Reserve members on this roster, please be on the lookout for their orders in the Airport Terminal in Direct Access. If the note “ORDERS CUT” appears by their name, then their orders have already been cut. **THESE ARE NOT IADT ORDERS. YOU, THE UNIT, ARE RESPONSIBLE FOR CUTTING A MEMBERS IADT ORDERS AND FINALIZING THE TRAVEL ORDERS.** This roster will be updated as often as possible, so if you feel one of your members should be included, yet you do not see their name, please be patient and check back often. If you have seen numerous updates and your members name still does not appear, please send me an email as soon as possible.

A Reserve member DOES NOT need to wait until they have been assigned to their unit for 4 months to apply for an “A” School like most Active Duty members.

Reserve members are CONTRACTUALLY OBLIGATED to attend “A” School within 1 year of graduating boot camp. If they do not, then they are in breach of their contract and MAY BE processed for separation. Because of this, most requests to CANCEL an “A” School will be denied. A member may request to be rescheduled for a different class ONE TIME; however to completely cancel a members “A” School will require an explanation as to the reason why.

Requests asking to swap from one rate to another may be denied. These members signed a contract stating that they would join the Coast Guard Reserves for a specific rate. Currently, only CG HQ can approve such a request.

If you have any questions or concerns, please do not hesitate to contact me via email at: [ricky.l.wilson@uscg.mil](mailto:ricky.l.wilson@uscg.mil) Please note that due to the high volume of inquiries I receive on a daily basis that EMAIL is always the best option for contacting me.